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ANNUAL REPORT
OF
THE COLLEGE
OF CHARLESTON
TO THE
GENERAL ASSEMBLY

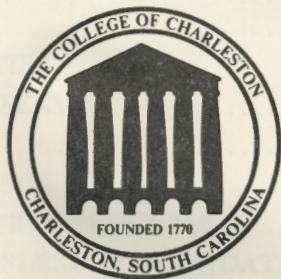
JULY 1, 1974—JUNE 30, 1975



PRINTED UNDER THE DIRECTION OF THE
STATE BUDGET AND CONTROL BOARD

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OF
THE COLLEGE
OF CHARLESTON
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ADMINISTRATIVE OFFICERS

PRESIDENT'S OFFICE

Theodore S. Stern	President
Thomas Hamby	Executive Assistant
Drayton Cooper	Assistant to the President, Foundation Manager
Charles Crosby	Director of Computer Services
Alan LeForce	Director of Athletics
Jerry J. Nuss	Director of Administrative Services
Lucille Whipper	Director of Human Relations
McKenzie A. Perry, Jr.	Legal Counselor

ACADEMIC AFFAIRS

C. Hilburn Womble	Vice President Academic Affairs
Richard Crosby	Dean of Graduate Studies
Eugene Foxworth	Director Special Programs/Continuing Education
Katherine F. Kelly	Dean of Undergraduate Instruction
Ellis Hodgins	Librarian
Sallie T. Hydrick	Registrar
Marvin Light	Director of Learning Resources Center
Norman Olsen	Director of Summer School
Thomas A. Palmer	Dean of Community Services & Continuing Education

STUDENT AFFAIRS

William Brinkley, Jr.	Vice President for Student Affairs
Frederick Daniels	Asst. V. P. Student Affairs and Dean of Admissions
Fleetwood Albrecht	Dir. Financial Assistance, Veterans Affairs Officer
Boyce V. Cox, Jr.	Dean of Students
Herndon S. Hasty	Director of Student Activities
Dr. John E. Huss	Campus Minister
Ellenor Mahon	Director of Counseling
Robert Marlowe	Director of Residence Life
M. Lynne Robinson	Student Health Services
Derk Van Raalte	Director of Career Planning
Theodore Washington	Director of Veterans Instruction Program

ALUMNI AND COLLEGE RELATIONS

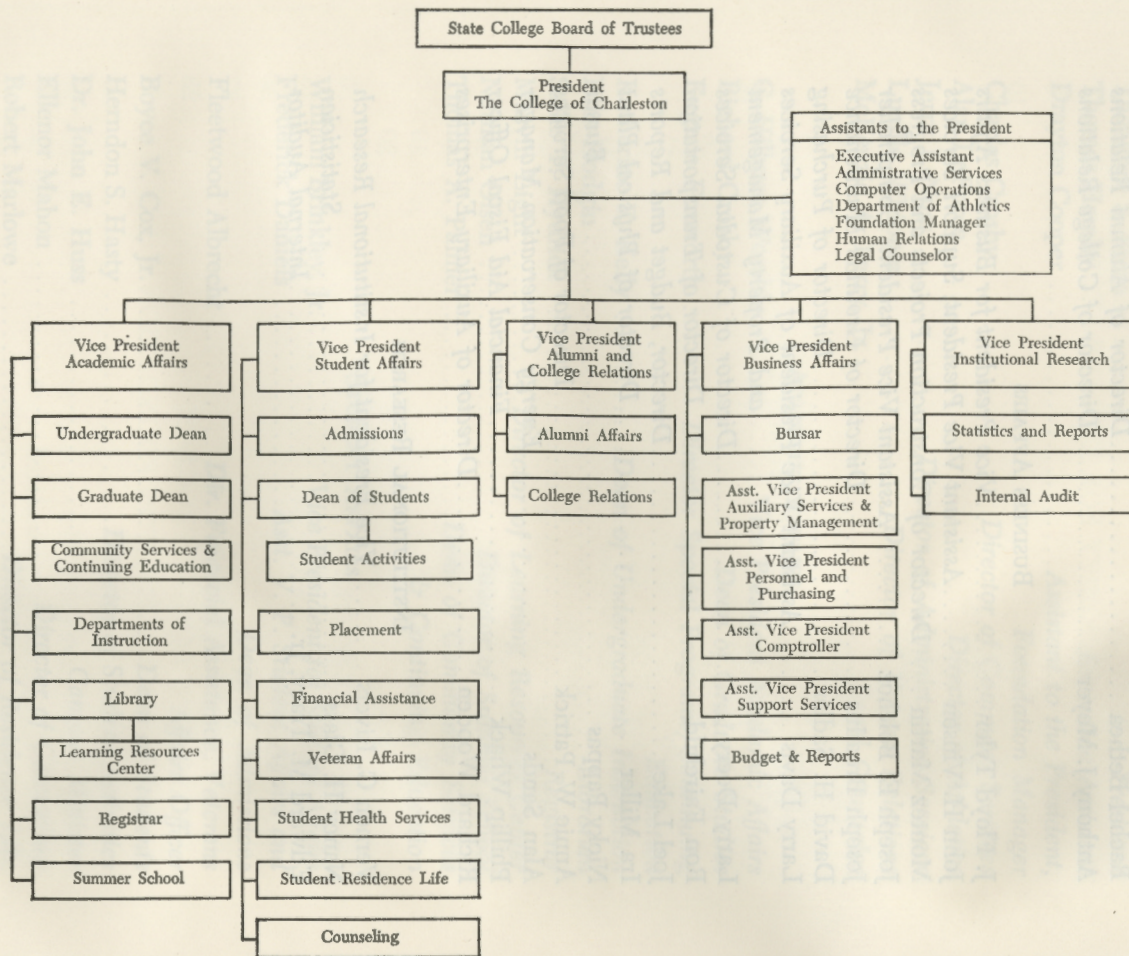
Willard A. Silcox *Vice President for Alumni and
College Relations*
Rachel Bethea *Director of Alumni Relations*
Anthony J. Meyer *Director of College Relations*

BUSINESS AFFAIRS

J. Floyd Tyler *Vice President for Business Affairs*
John H. Vinson *Assistant Vice President, Support Services*
Montez Martin *Director of Construction Projects and Progress*
Joseph E. Bolchoz *Assistant Vice President, Comptroller*
Joseph Broadus *Director of Grounds Maintenance*
David H. Sadler *Director of Purchasing*
Larry Davis *Assistant Vice President of Auxiliary Services
and Property Management*
Larry Deery *Director of Custodial Services*
Ron Fairchild *Director of Transportation*
Joel Lake *Director, Budget and Reports*
Ira Miller *Director of Physical Plant*
Nicky Pappas *Bursar*
Annie W. Patrick *Director of Food Services*
Alan Sands *Energy Conservation Manager*
Phillip Whack *Financial Aid Fiscal Officer*
Richard Wooden *Director of Auxiliary Enterprises*

INSTITUTIONAL RESEARCH

Vernon G. Rivers *Vice President for Institutional Research*
Nancy H. Glass *Statistician*
Edward M. Tracy, Jr. *Internal Auditor*



FISCAL YEAR 1974-1975 ORGANIZATION CHANGES

The following positions were established and filled:

- Director of Human Relations
- Legal Counselor
- Director of Evening Program
- Director of Residence Life
- Director of Veterans Instruction Program
- Director of Grounds Maintenance
- Director of Construction Projects and Progress
- Director, Budget and Reports
- Director of Cooperative Education
- Computer Systems Analyst

The following documents were published by the College:

- College of Charleston *Bulletin* (the College Course Catalog)
- College of Charleston *Student Handbook*
- College of Charleston *Graduate Programs in Elementary Education and Marine Biology*
- College of Charleston *Evening School Program*
- College of Charleston *Summer Program*
- College of Charleston *Directory* (Addresses and Telephone Numbers)
- Student Publications: *The Comet*; *The Meteor*; *The Phoenix*
- College of Charleston *Newsletter* (for the Alumni and Friends of the College)

STATUTORY AUTHORITY

By Section 10 of Part III of an Act bearing Ratification No. 1050, enacted at the 1970 Session of the South Carolina General Assembly, approved by the Governor on April 2, 1970, the State of South Carolina acquired all property of the College of Charleston and assumed the operation of the College as a state-supported institution of higher learning, its governing board to be the State College Board of Trustees, created by Act No. 353 of 1969 (Trustees).

THE BOARD OF TRUSTEES

The Board of Trustees of the College of Charleston is composed of sixteen members, appointed by the Governor of the State of South Carolina with the advice and consent of the South Carolina Senate. One member represents each of the sixteen judicial districts of the State.

SOUTH CAROLINA STATE COLLEGE
BOARD OF TRUSTEES

F. Mitchell Johnson, *Chairman*
Fitz-John C. McMaster, *Vice-Chairman*
Ellen C. Watson, *Secretary*
James A. Rogers, *Chairman Emeritus*

Term Expiring June 30, 1975

J. I. Washington, III, Orangeburg, S. C.	1st Judicial Circuit
Richard P. Moses, Sumter, S. C.	3rd Judicial Circuit
Joe E. Berry, Jr., Columbia, S. C.	5th Judicial Circuit
Ellen Carter Watson, Spartanburg, S. C.	7th Judicial Circuit
F. Mitchell Johnson, Charleston, S. C.	9th Judicial Circuit
John Kermit Addy, Lexington, S. C.	11th Judicial Circuit
John E. Johnston, Jr., Greenville, S. C.	13th Judicial Circuit
D. Walter Green, Jr., Conway, S. C.	15th Judicial Circuit

Term Expiring June 30, 1977

C. Calhoun Lemon, Barnwell, S. C.	2nd Judicial Circuit
Allard A. Allston, Darlington, S. C.	4th Judicial Circuit
Fitz-John Creighton McMaster, Winnsboro, S. C.	6th Judicial Circuit
Caroline Beaver, Greenwood, S. C.	8th Judicial Circuit
Sara V. Liverance, Anderson, S. C.	10th Judicial Circuit
J. Howard Stokes, Florence, S. C.	12th Judicial Circuit
John M. Trask, Jr., Beaufort, S. C.	14th Judicial Circuit
Eleanora R. Richardson, Union, S. C.	16th Judicial Circuit

PURPOSE

Until July 1, 1970, Charleston was without a state-supported, general purpose college open to students of both sexes. The purpose of the College of Charleston is to bring a varied and well balanced higher education program within the reach of all qualified students in the region and the state. Although every county in the state is represented in its student body, the great majority are from the commuting area. Its purpose as an institution as a general purpose college is to provide an expanded range and quality of academic programs, at a cost corresponding to that of other state-supported colleges.

The program of the College will continue to be oriented to instruction in the Arts and Sciences on the undergraduate level. Postgraduate programs will be restricted to the Master's degree

level and limited to carefully chosen and developed fields of local need. The College participates in graduate instruction as authorized by the Commission on Higher Education.

In the past, without the existence of a state-supported institution, seventy percent of the high school graduates of the Charleston area terminated their formal education. If one compared the South Carolina ratio of college freshmen to high school graduates with other states in 1968, a very substantial educational lag became evident: the ratio for South Carolina was 39%, as compared to the southern states average of 52% and the national average of 57%. It is one of the purposes of the College to narrow and ultimately close the educational gap for the Charleston and low country area.

Our enrollment growth in the past five years provides a measure of the success we have had in this massive undertaking. And our continued status as the fastest growing South Carolina college in a time when many colleges are dealing with decreases in enrollment indicates that the College still does not have all the facilities and resources necessary to serve all the low country citizens who want the educational opportunity.

At its bi-monthly meeting held in Florence, S. C. on Wednesday, January 16, 1974, the State College Board of Trustees, approved the following *Statement of Purpose* for the College of Charleston:

"As a General Purpose College:

To provide a comprehensive program in the arts and sciences, and such complementary programs as education and business administration, leading to the baccalaureate degree for students whose prior academic training and performance indicate the potential for success at the College of Charleston.

To provide programs leading to the Master's degree which are consistent with the geographical location and the resources of the College of Charleston and the needs of the state and the community.

To provide a comprehensive program of continuing education and cultural, social and recreational services for residents of the low country and the state, insofar as these services are consistent with the College's primary academic purpose.

To afford to the state and the community the advantages and benefits of the professional expertise of its faculty to the extent feasible and appropriate to an institution of higher learning.

To encourage research and insofar as possible to provide an environment within which faculty members may make a contribution to the search for knowledge."

HISTORY

Although founded in 1770, the College of Charleston began its corporate existence March 19, 1785, with classes beginning July 3, 1785. In 1794, the first degrees were conferred and in 1837, it formally became the first municipal college in the United States. The College of Charleston became a coeducational institution in 1918.

Rich in tradition and history, the College's graduates enjoy national prestige in countless areas of public life. Among its distinguished alumni the College of Charleston lists men of letters such as Edward McCarty, James DeBow, Paul Hamilton Hayne, and Ludwig Lewisohn. Other alumni who have figured prominently in this country's political history have been the late Congressman, L. Mendel Rivers, Chairman of the Armed Services Committee; Joseph Earl Jacobs, Ambassador; Burnet Rhett Maybank, Mayor of Charleston, Governor of South Carolina, and United States Senator from South Carolina; John C. Fremont, explorer and Candidate for the Presidency, and the late Ferdinand Augustus Silcox, Chief Forester of the United States.

Having made an indelible impression in other fields of endeavor are such alumni as: Frank Blair, network news commentator; Paul Ehrman Scherer, prominent Theologian; Josephine Lyons Scott Pinckney, Authoress; Herbert Ravenel Sass, Author; William Steed Gaud, Executive Vice-President, International Finance Corporation; Dr. Webb Edward Haymaker, Senior Scientist and Director, Life Sciences, NASA, and Neuropathologist with the Armed Services; Frances Ravenel Smythe Edmunds, Preservationist; Edward Lawrence Powers, Zoologist and Geneticist; Albert Simons, Architect and Author; Wendell M. Levi, Attorney, Author and Ornithologist and Horticulturist; the late Forsythe Sherfesse, Forester and Financial Advisor to the Chinese government, and The Honorable James B. Edwards, current Governor of South Carolina.

On July 1, 1970 the College of Charleston became part of the higher education system of the State of South Carolina and has entered into a new phase of history. As a State Agency, the College has expanded and provided new majors and course offerings to better serve the students, the community, and the State. Its growth has been far more rapid than any experienced in the past.

On May 13, 1975, the College conferred 92 Bachelor of Arts, 157 Bachelor of Science, and 13 Masters of Education Degrees. Since becoming a state supported college in 1970 the campus has grown from approximately 7 acres to currently over 21; the enrollment from 1040 to 4562; the faculty from 52 to 166; the course offerings from 329 to 611; the staff from 72 to 324.

The college's accreditation was reaffirmed in 1965; the College was revisited in April 1975 by the Southern Association of Colleges and Schools. It is an equal opportunity institution.

ACADEMIC AFFAIRS

Faculty

For the academic year 1974-1975, the faculty of the College of Charleston numbered 166 full-time members. The additional contribution of part-time faculty brought the total to 182.1 full-time equivalent faculty. The student/faculty ratio for the Fall semester was 19.3:1. Of the full-time faculty, 69% held terminal degrees.

Courses of Study

Major programs leading to the degrees of Bachelor of Arts and Bachelor of Science are offered in the following fields: Biology, Business Administration, Chemistry, Classics, Economics, Elementary and Secondary Education, English, Fine Arts, French, Geology, German, History, Mathematics, Philosophy, Physics, Political Science, Psychology, Sociology, and Urban Studies. The undergraduate programs in Elementary and Secondary Education were accredited by the South Carolina State Board of Education.

Graduate programs in Elementary Education and Marine Biology, established in recent years, continued to mature.

LIBRARY

During Fiscal Year 1974-75, the College continued expansion and development of library programs and resources. The two wing additions to the Robert Scott Small Library were completed and accepted by the College in June. These new wings add approximately 39,000 square feet and effectively double the seating and volume capacity. Included are enclosed typing carrels, facilities for student and faculty access to computer terminals as well as expanded and centralized office and work area for technical processing. Also included is an expanded microfilm storage and viewing area and a new 1400 square foot rare book room.

As a charter member of the Southeastern Library Network (SOLINET), composed of 100 major academic and research libraries, the library saw installation of a computer terminal in June, linking it with the 1.5 million title data base in Columbus, Ohio. Book processing production has notably improved with expectations of significant cost savings in this area.

The Library Orientation Class was attended by approximately 1000 students. The course continues under constant and in-depth evaluation and has been greatly enhanced by the production of individualized audio-visual instruction units directed toward particular bibliographic tools and resources.

A full time archivist joined the Library Staff and comprehensive plans for handling and preserving College records and archival material have been developed. Preliminary inventories have disclosed the existence of many extremely rare and valuable manuscripts and documents. The Library is cooperating with efforts of the Gibbes Art Gallery to determine feasibility of an area wide preservation center for Charleston.

The cooperative Library program at Fort Johnson between the College and South Carolina Marine Resources Commission continues to be most successful. Bid specifications for furniture and equipment for the 4,000 square foot cooperative library, now under construction, have been completed. Expectations are that the two libraries will merge within Fiscal Year 1975-76.

The demands for materials and services continued to increase during Fiscal Year 1974-75.

Use of Materials and Services:

1. The circulation of all library materials increased by 36%.
2. Reference inquiries increased by 32%.
3. Interlibrary loans increased by 100%.
4. Use of reserve materials increased by 15%.
5. Number of people using the library increased by 33%.

To help meet these needs, the library:

1. Added 449 titles to the serial collection.	
a. Subscriptions held July 1, 1974	1,399
b. Subscriptions added FY 1974-75	449
	<hr/>
c. Total subscriptions July 1, 1975	1,848*
2. Added 22,571 volumes to the book collection.	
a. Volumes held as of July 1, 1974	134,338
b. Volumes added FY 1974-75	22,571
	<hr/>
c. Total volumes as of July 1, 1975	156,909

* This figure includes approximately 160 standing orders, previously ordered by the Acquisition Department, which were transferred to the Serials Department during 1974-75. Thus, the increase in journals is 276 titles.

Learning Resources Center

The Learning Resources Center houses an organized and readily accessible collection of nonprint materials needed to meet institutional, instructional and individual needs of students and faculty. A qualified staff involved in serving the needs of the College is available to provide professional help in photographic, graphic, television, audio production, and consultation work. Special programs covering fundamental courses in mathematics, English and reading skills are provided on open shelves on the main floor of the center. Audio programs including required and supplemental languages tapes are available at the materials control desk. The Center periodically receives "Vital History Cassettes," a series of audio cassettes concerning national and international issues, and upon request, the Center will tape presentations by faculty and guest lecturers where approval is granted. In addition, a maintenance service for minor repair work is provided as well as an equipment support service for loan of audiovisual equipment to individuals for classroom support.

The Towell Learning Resources Center, in its second year of operation, continued expansion of resources and services, particularly in the area of remedial and self instructional programs. Use of all the facilities and services has greatly increased. A questionnaire survey of faculty was conducted by the staff during the Spring semester in order to target services and resources for greater emphasis during FY 1975-76. An instructional media specialist was added to the staff to work with individual faculty and departments in producing needed programs.

Considerable audio-visual material has been acquired or produced and the collection now includes the following:

Vioeotapes	434
Audiotapes	3,558
Slide Programs	121
Films (16 mm, etc.)	61
Filmstrips	35
Workbook/Audiotape Programs	4
<hr/>	
Total	4,213

Summer Session

The College of Charleston conducts two summer terms of five weeks each, offering a wide range of required and elective courses drawn from each department of the College.

Enrollment in the summer program has grown annually since 1970, at which time approximately 189 students were enrolled in the each summer session. A total of 1,742 students completed courses during the first summer session 1974-75, an increase of 484 over the figure for the first session 1973-74. Students may earn six semester hours of credit in each session, or, if enrolled in a laboratory or library course, they may earn as many as seven hours of credit.

Enrollment in the summer session continues to grow as the base of full-time students increases at the College. Incoming freshmen are encouraged to attend summer sessions to get a head start in their academic programs. During the summer of 1974-75, high school students in the Upward Bound Program were again admitted to regular courses on a limited basis. All students of the College and qualified students from other institutions are eligible to attend the summer sessions of the College of Charleston.

Community Service and Continuing Education

During 1974-75, appropriate educational activities were consolidated under the direction of the newly created position of Dean for Community Services and Continuing Education. Areas of responsibility in this office are threefold: The Evening Program, Community Services, and Special Programs.

The Evening Program

The Evening Program is conducted during each regular academic semester as well as a ten week summer evening semester. In 1974-75, an average of 112 courses were conducted during each regular

semester. This was an increase of 28% over the previous year. Enrollment also showed a substantial rise. 884 evening students were drawn from the community during the Spring semester of 1975. This represented an increase of 36.8% over the previous year. During this same semester an additional 852 full-time students elected to take one or more of their courses during the evening. The percentage of all undergraduate instruction conducted through the Evening Program during the regular semesters 1974-75, was 16.6%. It is anticipated that the Evening Program will continue to grow as the concept of "life-long learning" becomes more prevalent.

Community Services

The term "Community Services" identifies a number of structured activities as well as more informal responsibilities undertaken by the Office of Continuing Education. These activities include the offering of a variety of noncredit courses which have received wide community praise. Other programs include seminars, workshops, implementation of certain grant proposals and various programs offered in conjunction with local government and civic groups.

Special Programs

The Office of Special Programs has two major responsibilities: To provide advice and support to the faculty in the area of research and grant procurement, and to administer special programs funded from other than state appropriations. These programs are described below.

Although no academic credits are granted, the Pre-Release Education Program (PREP), sponsored by the Veteran's Administration, is designed to improve the serviceman's academic skills while he is still in service. In 1974-75, 1,651 individuals participated in College sponsored PREP programs at the Charleston Air Force Base, the Naval Base, the Naval Weapons Station and Fort Stewart (Georgia).

The Neighborhood Youth Corps, a twelve month program for high school drop-outs, enrolled 91 students.

The Career Opportunity Program conducted by the College, under an agreement with the Charleston County School Board which terminates in January 1976, where 31 elementary school aides received training of 10 courses each.

The New Careers Program offered courses to 100 students through an agreement, renewable each June, with the City of Charleston.

Special Employee College Training Programs enrolled 35 students.

The Special Professional Insurance Program attracted 68 students.

These programs all involve people who are currently employed and who want to improve their academic skills in order to advance or to meet certification requirements of national and local associations.

Vietnam era veterans were offered a series of 8-week remedial sessions designed to prepare them for postsecondary education. The HEW program, Upward Bound for Veterans, was discontinued at the end of Fiscal 1974 and was replaced with a College-directed Veterans Instructional Program which had 114 participants this fiscal year.

The high school level Upward Bound Program, designed to assist students from low income families in improving their capabilities and to encourage them to seek admittance to college, will continue in Fiscal 1976. During FY 1974-75 sixty students were involved.

STUDENT SERVICES

Financial Aid and Veteran Affairs

The College participates in the Financial Assistance Programs of the Higher Education Act, which includes loans, grants, and campus work-study. In addition, a number of endowed scholarships are awarded by the College using both academic achievement and financial need as criteria.

For Fall of 1974, 907 applications were processed for financial assistance. The following is a brief statistical report:

Number of applications for financial assistance	907
Number of students receiving aid from federally funded programs	682
Number of students receiving aid from Foundation funds ..	336
Number of students receiving outside support	72
Total funds disbursed in all programs	\$840,638

The College of Charleston Foundation continues to substantially support the Financial Assistance Program in addition to its breadth of support for a variety of special programs and greater assistance to all students.

The enrollment of veterans increased slightly over that of the preceding year. In the fall of 1972, there were 182 veterans; in the fall of 1973, the enrollment of veterans reached 319 (revised figure),

and in the fall of 1974 there were 320 veteran students with awards totalling \$693,254.

Security

The Security Division has been established to provide for the health, safety and welfare of students, faculty, and staff. Service to the individual and to the College in general is their continuing goal. This service is provided through protection, preventive measures, enforcement of rules, regulations and laws, and traffic regulation and supervision on College property. Bicycle registration is required by the City of Charleston and these registration forms are available in the Security Office. The Security Office also handles automobile registration and issuing of identification cards. The Security Officer is an appointed constable commissioned by the Governor of South Carolina.

Residence Halls

During 1974-75, the College was able to provide dormitory space for 261 men and 579 women. The limited number of rooms that the College normally had available were occupied by two or more students.

The College furnishes a bed with a mattress (twin size beds), a chest of drawers, a desk and a chair.

Residence Hall Counselors and staff working with the Director of Residence Life, plan and maintain an active residence hall program and conduct periodic inspections of rooms for sanitary and safety conditions, unauthorized property, and damages to property in order to properly maintain College facilities and to help make dormitory life pleasant and conducive to study.

Student Health Services

The College of Charleston provides an on-campus Health Service to promote and maintain optimum health of students while attending the College. The service provides routine office care and the services of a physician and a nurse at no charge to the student on a 24 hours a day, seven days a week basis.

The College does not employ a full-time physician although the Health Service Nurse is a full-time employee. The services of three physicians are contracted to provide medical care through the Student Health Office for the College.

A total of 5,104 patient visits were made to the Student Health Office during the year 1974-75 compared with 2,850 patient visits during the preceding year.

Campus Minister

To coordinate an additional source of guidance and counseling and to minister to pastoral concerns, the Campus Minister serves as the coordinator for various denominational representatives appointed by their churches to work with the students at the College.

Counseling

Students may come to the Counseling Office at any time for confidential help with a wide variety of problems. These include choosing a major field, career problems, academic or study problems or counseling for personal problems. Individual testing for ability, aptitude, personality, and interest is also available in a confidential setting.

New students are counseled on minimum degree requirements, major fields of study, and are helped to select appropriate courses and prepare a class schedule. Placement tests are given in foreign languages and mathematics. New students are also seen prior to registration for the second semester. The office of Counseling is quite active in vocational counseling. The office continues to administer a number of testing programs as the College Level Examination Program Test, the Institutional Scholastic Aptitude Test, and other tests as an adjunct to the counseling function.

Placement

The Placement Office is a centralized operation responsible for placement activities for all its students and alumni. The primary function of the Placement Office is to assist graduates in securing suitable employment; it does not place candidates, but assists them in securing employment.

During 1974-75, 208 seniors registered in the Placement Office. Although 48 campus interview sessions were scheduled, cancellations saw only twenty-one actual visits which included several firms who had not recruited at the College before. This represents an overall decrease in the amount of on-campus recruiting and reflects the upheaval and uncertainty of the economy. During the spring semester, the office began contacting rising seniors in order to acquaint them with the services of this office and to offer the opportunity of registration.

Cooperative Education Program

Co-op is an educational tool for the development of students. The program is designed to give students the opportunity to integrate classroom study with practical experience in their major field. This

is done by alternating semesters of full time study with full time work. Under the Cooperative Education Plan, the College will design an academic calendar which would provide an employer with a pair of students who will perform a job on a full year-round basis through alternating periods of work and study. This assignment is usually shared by a "pair of students." While one is working on the job, his or her partner is attending classes. At the end of the semester, the students change places. The College assumes responsibility for finding positions which would be related to the student's professional objectives. The Program is voluntary and covers all disciplines in the curriculum. Students are encouraged to take one course while on a job assignment whenever possible.

Since the program was established in January 1975, twenty employers have contracted twenty-five positions to the program, two students will be involved in each of the 25 positions.

Bookstore and Campus Shop

The College of Charleston Bookstore, located on campus, exists primarily to provide textbooks to students at the College and maintain a constant source of recommended reference books. The bookstore also sells supplies. The Campus Shop, located in the Theodore S. Stern Student Center, stocks health and grooming aids, magazines, school related items, greeting cards and other items for the welfare of the students. A textbook list is available in the Bookstore and gives a complete list of textbooks required or recommended by professors. During rush days the Bookstore remains open as long as there are customers to serve. Hours of operation are also expanded at the beginning of each semester to enable Evening students to purchase books. Students and faculty are provided books and supplies at a discount. The Bookstore and Campus Shop are operated as an Auxiliary Service and no state funds are used in its operation. The operation is self-sufficient and all profits that accrue are transmitted to the scholarship funds of the College for the benefit of its students.

Food Service

The College food service is located in a cafeteria in the Craig Union Building. The College takes pride in the quality and variety of food provided. Three hundred fifty-three students contracted for a "Standard Board Plan" (19 meals per week). Other students elected to buy meal coupons at a reduced rate or pay for their meals on a cash basis.

To further complement the food service program and further serve the commuting students, a new Snack Bar opened in the Theodore S. Stern Student Center. A variety of vending machines are also located at convenient locations across campus.

Admissions

Applications for the fall semester of 1974 showed an increase of 16% over Fall 1973; and in the fall of 1974, a total of 1,481 new students were enrolled compared with 1,210 new students in the fall of 1973.

Of the 2,002 students who applied for admission to the College, 1,809 were accepted, 132 rejected, and 61 withdrew their applications before an admission decision was made.

STUDENT ACTIVITIES

Students are urged to become involved in the variety of activities and organizations at the College. Students have taken advantage of the opportunity to participate in dramatics, music, debates and discussions. This year student organizations have again been very active. Six new groups were organized and chartered on campus during the year: Sororities—Alpha Kappa Alpha; Clubs and Organizations—Business and Economic Club, Debate Club, Photo Union, American Society of Personnel Administration, Philosophy Club. These new organizations give the College a total of 40 active groups on campus as well as the Student Government Association (see below).

Members of the Faculty, appointed by the College administrators, act as advisers to various groups. The Director of Student Activities is responsible for coordinating the scheduling of the activities of the organizations, providing advice and guidance on budgetary and monetary matters, and assisting all advisers and all groups in interpreting nonacademic College policy.

The Student Government Association and the other groups are listed and described below, an (*) indicates that the activity was new in fiscal 1975.

Student Government Association

Each student who enrolls at the College automatically becomes a member of the Student Government Association. The organization is based on mutual cooperation between students, faculty and administration. The Student Government Association is made up of a legislative council in which elected class representatives participate, an executive board composed of student body officers, and a

judicial branch. Only the representatives of these three branches are voting members of the SGA. The Student Government Association promotes activities on campus and cooperates in building a better College.

HONORARY SOCIETIES

Sigma Alpha Phi—Sigma Alpha Phi is the College of Charleston's honorary scholastic society. Its aim is to promote academic excellence among students. Eligibility for membership is limited to those juniors and seniors who lead their classes in scholarship.

Alpha Kappa Gamma—Alpha Kappa Gamma is an honorary society based on scholarship, leadership and service. Tappings for new members are held in the fall as well as the spring semester.

FRATERNITIES

Interfraternity Council—The Interfraternity Council is made up of two representatives from each of the nationally recognized fraternities on campus. It coordinates and supervises activities of the member fraternities. During the rush season it schedules parties, sets up rush rules, and it rules in disputes in accordance with these regulations.

Alpha Tau Omega—Founded as a national fraternity in 1865; the College of Charleston chapter, Beta Xi, was established in 1889. The chapter house is at 105 Wentworth St.

Kappa Sigma—Founded as a national fraternity in 1869, this chapter of the national fraternity was installed at the College of Charleston in 1970. Its address is 103 Wentworth St.

Pi Kappa Phi—This national fraternity was founded at the College of Charleston in 1904. This chapter is the Alpha Chapter. Their house is located at 27 George Street.

Kappa Alpha Psi—This national fraternity was founded in 1911 at Indiana University and obtained their charter in 1974 at the College of Charleston. Its address is 29 Coming Street.

Sigma Nu—Founded as a national fraternity in 1869, Sigma Nu is presently in the process of establishing a charter at the College of Charleston. Their house is located at 43 Coming St.

Kappa Alpha—This national fraternity was founded in 1865 and was rechartered at the College of Charleston on April 27, 1974. Their house is located at 99 Wentworth St.

Alpha Phi Alpha—Alpha Phi Alpha is currently in the process of becoming chartered at the College of Charleston.

SORORITIES

Panhellenic Council—The Panhellenic Council is composed of three delegates from each sorority and its main purpose is to maintain on a high plane fraternity life and interfraternity relations at the College of Charleston. Its rules are governed by the National Panhellenic Manual of Information for College Panhellenics.

Chi Omega—Founded as a national fraternity in 1895, the College of Charleston Chapter, Zeta Gamma, was established in 1928. Their house is located at 38 Coming Street.

Delta Delta Delta—Founded as a national sorority in 1888. Alpha Nu, the chapter at the College of Charleston, was established in 1931.

Phi Mu—Founded as a national sorority in 1852, the College of Charleston Chapter, Alpha Kappa, was established in 1939. The chapter's rooms are located at 32 Coming St.

Zeta Tau Alpha—Founded as a national fraternity in 1898, the College of Charleston Chapter, ETA LAMBDA, was established in 1972. The chapter is located at 34 Coming St.

Delta Sigma Theta—Established nationally in 1913, the College of Charleston Chapter of Delta Sigma Theta was chartered in 1974.

**Alpha Kappa Alpha*—Founded nationally in 1908, Alpha Kappa Alpha became the sixth chartered sorority on the College campus in the spring semester of 1975.

STUDENT PUBLICATIONS

The Comet—The College of Charleston yearbook is known as the COMET. Its editors are selected by the Publications Board and the staff is selected by the faculty advisor and the editors. The Comet first appeared on campus in the early twenties.

The Meteor—The METEOR is the student newspaper which acts as the news and editorial voice of the student body. Its editor is selected by the Publications Board. It appeared on campus in 1936.

The Phoenix—The literary magazine of the College is known as the PHOENIX. It publishes students' writing—both poetry and prose. Writers are encouraged to contribute and the editor is selected by the Publications Board.

Publications Board—This group is composed of the Editor, Business Manager, and Faculty Advisor of each student publication as well as the Dean of Students. The purpose of this committee is to serve in an advisory capacity regarding fiscal and other relevant

matters pertaining to student publications. Editors of the respective publications are nominated by this committee.

CLUBS AND ORGANIZATIONS

Chresthomathic Literary Society—This organization is the oldest literary society of continuous existence in the South. It was founded in 1848. Topics of current interest as well as literary and intellectual interest provide stimulation as well as an interchange of ideas among its members.

Dramatic Club—Membership in the Dramatic Club is open to all students interested in any phase of dramatic endeavor. Production casts are decided upon at opening try-outs with members of the student body eligible to participate. No previous experience in drama is required.

The Natural History Society—The Natural History Society was originally in existence in the early 1900's, but was formally re-organized as a group in 1970. Regular meetings, guest speakers, and field trips constitute the regular program of activities. It is open to all interested College of Charleston students.

Afro-American Society—The objective of the Afro-American Society is to promote interest in Afro-American affairs and to help College of Charleston students become aware of black contributions in the development of American culture. All interested students are welcome.

Circle K—This organization was formed to promote high standards of leadership, scholarship and service to the College as well as to the Charleston community. It belongs to the Circle K International and is sponsored by the Charleston Club of Kiwanis International.

Young Democrats—This organization was formed to promote interest in the Democratic Party among College of Charleston students. All interested students may join.

The C. of C. Republicans—This organization is designed to promote interest in the Republican Party and is open to all interested students.

The Concert Choir—Membership in the Concert Choir is open to all students at the College of Charleston. One hour credit per semester may be earned for participation. It provides various programs throughout the academic year, and rehearsal time is 2:00 P. M., every Monday, Wednesday, and Friday. All interested students should contact Dr. Oplinger of the Fine Arts Department.

Religious Organizations—Religious organizations are active on campus, representing a broad range of religious interests. Those students interested in joining, formulating, or reviving organizations of a religious nature are asked to see the campus minister at 67 George St.

Equestrian Club—The Equestrian Club was formed in 1972 to teach fundamental skills in the art of English style and Western horseback riding and to help form a riding team to engage in intramural competition and to represent the College in horse shows and intercollegiate events. Membership is open to all students and riding provisions are offered at a nominal fee.

Student's International Meditation Society—The Students International Meditation Society was formed in 1973 to practice and further increase knowledge about Transcendental Meditation, a learned technique of deep rest for increasing creative intelligence in life. Membership is open to students and faculty who are interested in Transcendental Meditation.

Chess Club—The College of Charleston Chess Club was organized in 1972 for the purpose of providing a medium for interested students and faculty to learn the fine points of chess, to play chess on a regular basis, and to encourage participation in chess as a skilled activity. The Club conducts chess tournaments periodically for interested students and faculty.

Scuba Club—The College of Charleston Scuba Club is a newly formed club open to all interested students for the purpose of promoting interest and encouraging participation in skin and scuba diving for scientific and recreational purposes. Provisions are made for scuba certification as only nationally certified divers will be allowed to participate in activities requiring scuba equipment.

**The Philosophy Club*—The Philosophy Club was founded in 1973 with its purpose being to function as a vehicle for increasing social and intellectual communication among philosophy majors and actively seeking the promotion of philosophy among the college community. Membership is open to philosophy majors.

The Political Science Club—The Political Science Club was formed in 1972 and is open to Political Science majors. The purpose of the club is to promote interest in the principles, processes, structure and functions of the national government.

**Business and Economics Club*—The Business and Economics Club was established in the fall of 1974 for the purpose of promot-

ing interest in the field of business as well as member interaction. Membership in the club is open to Business majors.

**Debate Club*—The purpose of this newly-formed organization is to bring together all students interested in participating in debating. The organization will instruct students in the art of debating and promote debating in the College community. Finally, the club will represent the College in organized intercollegiate tournaments.

**Photo Union*—The Photo Union was recently formed to allow students interested in photography a chance to increase their photographic skills and knowledge. Membership is open to all interested students.

**A.S.P.A.*—The purpose of the American Society of Personnel Administration is to afford college students the opportunity to gain knowledge and insight into the personnel and industrial relations field through affiliation and association with the Tri-County Personnel Association.

ADMINISTRATIVE SERVICES

Parking

On-campus parking is limited. There are less than 300 spaces available. A charge is assessed to students, faculty and staff for on-campus parking. The Mayor and City Council of Charleston have continued their generous assistance and full cooperation by making available approximately 500 off-campus parking spaces, without charge, between 6:00 a. m. and 6:00 p. m. at the Municipal Auditorium. As a service to the College community and as a security measure, a shuttle bus service is provided to transfer College personnel from the off-campus parking facility to the campus—a distance of about six city blocks. The College community is utilizing this service extensively.

Copy Center

The Copy Center, located at 480 East Bay Street, provides for the immediate needs of multiple copy requirements for various academic and staff departments. Additional equipment has been installed enabling the Copy Center to provide faster work on a larger scale.

Mail Service

Mail volume again almost doubled over the previous year. Another employee was hired to expedite the delivery of U. S. mail and intracampus mail. The mailroom moved into the new Stern Student Center in March 1975.

Telephone Service

The growth of the College necessitated expanded telephone service. Five full time operators, supplemented by work-study students now keep the switchboard open at all hours. The telephone company installed a new PBX system, Model 812, located at 45 Coming Street during September, 1974.

Duplicating Center

A Duplicating Center and a Typing Pool to meet the additional required secretarial and duplicating services was established. The Center began operations in September 1974.

Security

Continued expansion of the Physical Plant and increased enrollment necessitated enlargement of the Security Department to provide adequate safeguarding of personnel and property. Security requirements of 24 hours a day, 7 days a week are provided. Additional security officers were employed during the year bringing the total to 22 officers.

A radio transmitter is maintained by the Security Department to provide a responsive campus communication system. A direct line to the City Police Headquarters was installed this year.

ATHLETICS

The College of Charleston's commitment to intercollegiate athletics continued to grow over the previous year. Women's athletics are now a part of the intercollegiate program. Men have the opportunity to participate in basketball, soccer, tennis, sailing, golf, wrestling. The women participate in basketball, volleyball, tennis and swimming.

The sailing and golf programs received cooperation from the Charleston Municipal Marina and Snee Farm Country Club, respectively. The new tennis courts behind the gymnasium remain as some of the finest in the area.

The gymnasium continues to be very inadequate and outmoded for serving the needs of the students. The facility, built in 1938, is used for physical education, athletics, intramurals, and club sports. Because of the rapid student enrollment since 1969, the physical properties of the total complex cannot meet the demand for its use and is very inadequate for the successful and rapidly growing basketball programs.

All sports participated in full intercollegiate schedules. The schedules consisted of both NAIA and NCAA schools from around the country.

The intramural sports included basketball, softball, racquetball, track and field, handball, volleyball, table tennis, tennis, surfing, badminton, bowling, golf, swimming and paddleball. All activities were offered to both men and women with women declining participation in handball, racquetball, golf and tennis doubles. Approximately 1,200 students participated in 26 different activities and events under the auspices of the Intramural Program.

During FY 1974-75, the College of Charleston Athletic Department's record of participation in National Association of Intercollegiate Athletics was as follows:

Men's Basketball: The team was chosen for the district playoffs.

Men's Golf: The team participated in the District Tournament and the National Finals where they finished 12th in the national standings.

Sailing: The sailing team took part in the Kennedy Cup Regatta and the Sugar Bowl Regata.

Girls Basketball: The Girl's team won 22 games and lost 3.

Volleyball: The College's team represented South Carolina in the Regional Playoffs in Kentucky.

The Athletic Program participated in 143 events during FY 1974-75. Out of that number of events they won 99. This computes to a relative percentage of 68.2% wins in events attempted.

Limited grants-in-aid for athletes were provided by the College of Charleston Foundation. A Faculty Committee on Athletics dealt with academic policy matters related to the development of the program.

COMPUTER SERVICES

Academic Processing

In January, 1975, the College moved its academic computer link from the Medical University of South Carolina to the University of South Carolina. In addition to the remote batch entry system now operating plans are being made to introduce interactive terminal capability in the late fall of 1975.

Financial Information System

This system, installed at the Medical University of South Carolina, has provided for financial data processing for the College since July 1972. In early 1975 the decision was made to obtain

on-campus processing through a remote batch terminal linked to the University of South Carolina. Positions of Systems Analyst, Programmer, and Data Processing Coordinator were authorized to support this activity. Transfer of all financial data processing with the exception of payroll was implemented at USC on July 1, 1975. The payroll function will be transferred on January 1, 1976.

AFFIRMATIVE ACTION PROGRAM

The College has established an Affirmative Action Program as defined by Executive Order 11246. The administrative officer of this program serves as an assistant to the President. Our Affirmative Action Program has been approved by the South Carolina Human Affairs Commission and quarterly reports on the progress of our Affirmative Action Program has been submitted to the Commission. The Office of Human Relations has sponsored seminars and workshops for the purpose of developing an environment that fosters respect for the rights of others and the acceptance of individual differences as qualities which enhance the lives of all members of the community.

Through the efforts of the Human Relations Office, the Continuing Education Office and the Counseling Office, the College has received a Federal Grant under Title I of the Higher Education Act of 1965 for a project entitled "Women in Transition."

COLLEGE OF CHARLESTON FOUNDATION

The College of Charleston Foundation was organized in July 1970 as a nonprofit corporation to operate on behalf of the College. The principal function of the Foundation has been divided into four basic areas of service to the College, these areas are; scholarship aid, student activities, faculty enrichment and community services.

During Fiscal 1975 the Foundation distributed over \$163,000 in scholarship funds to students at the College. The Foundation also underwrites the College's intercollegiate program and a number of faculty members were assisted in various research projects. Perhaps the most visible aspect of the Foundation's work is the acquisition of real estate in support of the College's long-range Capital Improvement Program.

Funds for the College of Charleston Foundation are solicited from alumni, business and industry, private individuals and other foundations. Two major drives are held annually, the Alumni Roll Call and the College Partnership Fund. Together these drives netted over

\$98,000 in contributions during Fiscal 1975. In addition, the Foundation administers the General Endowment and Scholarship Endowment Funds for the College of Charleston. During Fiscal 1975 plans were laid to continue the major emphasis on deferred gifts and bequests to the Foundation during Fiscal 1976.

The College of Charleston Foundation is administered by a Board of Directors who meet annually each fall. The Executive Committee of the Foundation meets periodically to review the work of the Foundation. The day-to-day operation of the Foundation is administered by the manager who serves on the staff of the College President.

PHYSICAL FACILITIES

The College of Charleston's main campus comprises approximately six city blocks bounded by Calhoun, St. Philip, Wentworth and Coming Streets. The buildings consist of the Administration Building, Learning Resources Center, Classroom Facility, Library, Central Energy Facility, Bookstore, Science Center, Auditorium, Stern Student Center, Cafeteria, Men's and Women's Residence Halls, President's Residence, Student Health Center, Residences converted to Faculty and Administrative Offices, Gymnasium, Physical Plant, Repair Shop and Warehouse. The College also operates an undergraduate Marine Science Laboratory on James Island at Fort Johnson. Additional classrooms, laboratories, faculty and administrative offices have to be rented until the Capital Improvement Program catches up with the enrollment. Several buildings are under design or construction but the pace has been slow. All are needed now and more will be needed in the future to convert this campus into a modern complex to support the enrollment growth and serve the educational needs of the region and the state.

CAPITAL IMPROVEMENTS

Recognizing the limitations of the physical facilities, a Master Physical Development Study has been made and a Capital Improvement Plan published.

The plan provides for the expansion of the College at its present location. The existing buildings will be brought to their maximum potential through rehabilitation and new buildings will be built for required academic and student facilities through a phased land acquisition program. An urban campus of approximately eight city blocks will be created. The new facilities are planned to make maximum use of the available land while enhancing the character

of the existing campus and creating a learning atmosphere to support the educational, architectural and aesthetic appointments historically associated with its campus. The new designs complement the historic buildings in surface material, façade design and size. Our success in this endeavor has been acknowledged by the National Trust for Historic Preservation in the form of a "special award" for the preservation, restoration and expansion of the inner-city campus by not just preserving old buildings but also the building of new structures "which are architecturally compatible with the old." The result "is an ambience that is at once traditional, modern and pleasing."

New Construction—Completed

This year construction was completed on the following two structures:

Theodore S. Stern Student Service Center

This three story 61,000 sq. ft. brick building is the focal point for extracurricular activity. It includes a lobby with reception and lounge areas, a combination ballroom and theatre, central post office, game, stereo and TV rooms, campus store, swimming pool, bowling lanes and food services area. It also has offices for the Student Government Association and student publications, a dark room, printing facilities and four meeting rooms. The contract was awarded to Ruscon Construction Company on March 14, 1973, and construction began March 26, 1973. The building was dedicated on March 22, 1975. Lyles, Bisset, Carlisle and Wolfe, Columbia architects, designed the building. The total budget was \$3,009,075. The building has been named for Dr. Theodore S. Stern, current President of the College of Charleston.

Robert Scott Small Library (Second Increment)

The first increment of the library designed to support an undergraduate student enrollment of 2,000 was completed on May 16, 1972. It contains 38,000 sq. ft. on three floors and is located on the College Mall. The 39,000 sq. ft. two-wing addition more than doubled the size of the library and houses library stacks, reading rooms, audiovisual facilities, document receiving and technical processing rooms. Because of our exploding enrollment the two ground floor wings will temporarily be used for nine classrooms and faculty office space for 29 until the Education Center can be designed and constructed.

The contract was awarded to Ruscon Construction Company March 12, 1974. Construction began on March 18, 1974 and was completed June 23, 1975. Simons, Mitchell, Small and Donahue, Charleston architects, designed the building. The construction cost of the second increment was \$914,000.

New Construction—Continuing

The Grice Laboratory is a 4,160 sq. ft. undergraduate facility located at Fort Johnson on the waters edge near the entrance to Charleston Harbor. The expansion of this laboratory will be a two story, 17,000 sq. ft. adjoining building which will include lecture rooms, Marine class laboratories for biology, chemistry and geology, an aquarium, chart room, collection room environmentally controlled space, faculty lounge and offices. The contract was awarded to McDevitt & Street, Atlanta, Georgia, on December 4, 1974, and construction began on December 9, 1974. The completion is expected in December 1975. Lockwood Greene, Spartanburg, are the Architect's and Frank Torry & Associates are the interior designers. The cost of construction will be \$947,000.

Conversions and Renovations

Extensive renovations have been completed and work is in progress on other sites. The following summarizes the conversion of the buildings to their new uses:

<i>Address</i>	<i>From</i>	<i>To</i>
34 Coming	Family Residence	Administrative Facility
36 Coming	Family Residence	Administrative Facility
69 Coming	Family Residence	Administrative Facility
28 Coming	Family Residence	Administrative Facility
24½ Bull	Carriage House	Administrative Facility
9-C Glebe	Carriage House	Administrative Facility
12 Glebe	Family Residence	Administrative Facility
107 Wentworth	Family Residence	Administrative Facility
97 Wentworth	Family Residence	Administrative Facility
101 Wentworth	Family Residence	Administrative Facility
112-114 Wentworth	Commercial Facility	Faculty Offices
133 Calhoun	Commercial Facility	Physical Plant Office
Burns Lane	Commercial Facility	Tennis Courts
99 Wentworth	Family Residence	Administrative Facility
103 Wentworth	Family Residence	Administrative Facility
105 Wentworth	Family Residence	Administrative Facility
172 Calhoun	Church	Special Education Lab.

ALUMNI AND COLLEGE RELATIONS

The objectives of the Department of Alumni and College Relations is to encourage maximum awareness of, and response to, the programs of the College of Charleston.

Its major function is the collection and dissemination of information. The members of the College community—including students, faculty, staff, and alumni—are the focal points of these activities.

The department also seeks to foster effective communication between the College and the various news media throughout the state and in other sections of the country.

A program of hometown news releases and photographs delivers information about College of Charleston activities to each county in the state and to other communities in the country.

The College of Charleston *Newsletter* (a magazine) is published three times during the year and carries information about the College to more than 5,000 persons on the Alumni Association's mailing list.

A new leaflet, *College Chatter*, has been put out monthly since February, 1975, and is directed at 3,000 recent alumni—those who have attended the College during the last 20 years. It is an informal presentation of news about alumni and events at the College.

The College's internal publication, *Newsnotes*, is issued monthly throughout the year and contains news of significance to the faculty and staff.

Some 123,000 copies of a general purpose brochure, titled *Invitation To Excellence*, were distributed during the year. This brochure was designed by this office during the 1974-75 fiscal year.

The department maintains up-to-date files on alumni, faculty, staff, and students; and all members of the College community are offered assistance with design, editorial and photographic problems.

A Speakers Bureau brochure, featuring members of the staff and faculty, has been published and distributed to organizations in the area. A Spring Preview brochure, listing events at the College, has been developed and distributed.

A clipping service for College-related news which appears in local and state newspapers and periodicals is provided and these items are circulated within the administration. Photographic coverage is given special activities and functions of the College.

Alumni are solicited three times a year in direct-mail campaigns. This money is earmarked for the College of Charleston Foundation or the College Alumni Association.

Alumni are encouraged to return to the campus for an annual meeting and reception, and special emphasis is placed on programs for class reunions.

Area alumni meetings are held in various cities throughout the country (this year in Atlanta, Ga. and Washington, D. C.) to keep alumni informed of developments at the College.

BUSINESS AFFAIRS

Accounting

The 1974-75 operating budget showed a marked increase over the 1973-74 operating budget due to the continued rise in student enrollments. The College's computerized "Financial Management Information System" absorbed the increase without any major modifications to existing computer programs. With the employment of a Comptroller further controls were implemented to ensure compliance with generally accepted accounting principles.

Personnel

The Personnel division's responsibilities encompass the planning, administering, and supervision of personnel programs including recruiting and record keeping for classified employees of the College. It performs all administrative employment functions for the faculty and special program personnel, formulates policies and procedures within the framework of the State Personnel Employment Directives, and insures compliance and conformity in all personnel matters. The Personnel division maintains close liaison and coordinates all personnel matters with the State of South Carolina Personnel Division.

Personnel is also responsible for coordinating the State sponsored Blue Cross/Blue Shield Insurance Program for the College, as well as the Faculty and Administrative Staff Life Insurance Program.

Classified personnel employed as of June 30, 1975, total 324 as opposed to 261 on June 30, 1974, reflecting an increase of 63 classified employees over the previous year.

Purchasing

Centralized purchasing is conducted by the Director of Purchasing. Using purchase order preparation as an indicator, the workload has increased by 50%, from 4,000 in Fiscal Year 1974 to 6,000

purchase orders in Fiscal Year 1975. Consolidated buys and standardization of routines has permitted this accomplishment without an increase in personnel. Formal contracts for outfitting of the Library Addition; Stern Student Center; Classrooms and Office Spaces and Renovated Dorm Space for 200 additional students have been included in purchasing actions.

Centralized storage of many high-use items has permitted consolidated purchases at good cost savings along with increased availability of everyday items.

Centralized Receiving of approximately 90% of all purchases has strengthened control over material acquisitions.

Inventory and custody records are maintained on some 12,000 items of portable plant property items.

Physical Plant

Maintenance expenditures increased from \$1,136,683 in 1974 to \$1,496,118 in 1975. Major efforts during the year continued to be in the areas of improving the overall condition of buildings and equipment on the Campus which have deteriorated over the years.

During the year, Physical Plant personnel increased from 103 to 113. The Central Energy Facility generates steam and chill water for heating and air conditioning for all major buildings on campus. This facility has functioned without an outage or interruption in service of a nonscheduled nature.

Motor Pool

The Motor Pool, under the supervision of the Physical Plant Director, consists of five station wagons, four sedans, five mini-buses and 13 maintenance vehicles for use by faculty, students, staff and maintenance personnel (one sedan and two three-wheel scooters are used by Security, and one maintenance-type vehicle is used for on-campus mail delivery).

A shuttle bus service is provided between the Municipal Auditorium parking lot (through special arrangements with city officials) and the College. During the past year 101,466 passengers were carried. In addition, a bus service is also provided between the College Campus and the Grice Marine Laboratory at Fort Johnson, as well as numerous field trips for student groups.

Auxiliary Enterprises

These functions encompass the responsibilities for the management and operation of the Bookstore and Campus Shop, Snack Bar,

Cafeteria, Vending Machines, and Business Affairs for all residence halls.

Bookstore: Sale of textbooks in the Bookstore have increased 25% during the past year (FY74 \$258,285 to FY75 \$346,120). The Bookstore continues to provide the students a centralized outlet for purchasing required textbooks and school supplies.

Campus Shop: The Campus Shop opened on March 1, 1975, and provides a convenient location for the students to purchase health and grooming aids, school related items, current magazines, greeting cards and other items of interest. The increased workload generated by increased sales and the new Campus Shop operation has required two additional staff members in addition to temporary help during peak periods. Campus shop sales for the four months of operation were \$6,203.

Snack Bar: The Snack Bars located in Craig Union Dormitory were closed in late March 1975 when the new Snack Bar facility was opened in the new Stern Student Center. Sales immediately increased by 30% after moving into the new facility. The new Snack Bar is equipped with the latest in Food Preparation equipment.

Cafeteria: In previous years, the Cafeteria had a policy of a mandatory Board plan for all dormitory students. This year the policy was changed to an optional plan. Dormitory students, as well as other students, could select either a three meal a day board plan or a one meal a day plan. The change in policy did not result in a decrease in overall sales as the sales figures increased from \$311,352 to \$454,041. The plans to enlarge the Cafeteria have been postponed until the summer of 1976. The dining facility at the College Lodge is being converted to a cafeteria style dining hall to supplement the Craig Union Cafeteria during the next school year.

Residence Hall: Space was increased by the leasing of two former motels and the renovation of several small buildings. Capacity for Resident Hall students during Fiscal Year 1975 was 579 women and 261 men.

FINANCIAL REPORT

FISCAL YEAR 1975

Operating Funds

Educational and General Revenue

Student Fees	\$1,371,646
State Appropriation	6,322,834
Other Revenue	\$117,639
Less Balance Carried Forward	23,326

94,313

Total Educational and General Revenue	\$ 7,788,793
Auxiliary Services (Net Expended)	1,139,981
Student Aid (Net Expended)	449,137
Student Activities	101,114
Other Sponsored Programs	1,056,274

Total Operating Funds \$10,535,299

Educational and General Expenditures

Administration and General	\$1,351,454
Academics	3,748,538
Library	600,535
Physical Plant	2,088,266

Total Educational and General	\$ 7,788,793
Auxiliary Services	1,139,981
Student Aid	449,137
Student Activities	101,114
Other Sponsored Programs	1,056,274

Total Operating Expense \$10,535,299

Approved Capital Improvement Funds

Total Funds \$ 7,599,000

Expenditures and Obligated Funds

Craig Men's Dormitory	\$ 300,000
Botanical Greenhouse	60,000
Fine Arts Center	2,900,000
Education Center	2,464,000
Central Energy—Phase II	750,000
Outdoor Activities Facility	300,000
To Supplement 1972-73 and 1973-74 Acts	825,000

\$ 7,599,000

STATISTICS

	Fall 1973	Fall 1974	Increase (Decrease)
<i>Total Enrollment</i>			
Head Count	3,562	4,562	1,000
Full Time Equivalent			
(Based on 15 Semester Hours)	2,772	3,518	746
Percent Increase/(Decrease) in Head Count			28%
Percent Increase/(Decrease) in FTE			27%

Enrollment by Type of Students

College Day	2,388	3,108	720
Nursing	207	198	(9)
Allied Health	12	6	(6)
Evening	731	859	128
Community Service	76	227	151
Graduate	148	164	16

Enrollment by Class

Freshman	899	1,204	305
Sophomore	783	1,003	220
Junior	318	445	127
Senior	212	310	98
Other	1,350	1,600	250

Enrollment by Sex

Male: Part Time	497	563	66
Full Time	1,131	1,397	266
Total	1,628	1,960	332
Male Percent of Total Head Count	46%	43%	(3%)
Female: Part Time	804	1,080	276
Full Time	1,130	1,522	392
Total	1,934	2,602	668
Female Percent of Total Head Count	54%	57%	4%

Student Characteristics

Status: White Full Time	2,096	2,723	627
Black Full Time	165	196	31
White Part Time	1,122	1,382	260
Black Part Time	179	261	82
State Residents	3,424	4,425	1,001
Out-of-State Residents	138	137	(1)

Faculty Characteristics

Professors	12	13	1
Associate Professors	16	17	1
Assistant Professors	82	124	42
Other	4	12	8
Percent with Terminal Degrees	75%	69%	(6)

STATISTICS (Cont'd)

	Fall 1973	Fall 1974	Increase (Decrease)
Course Offerings	541	611	70
Credit Hour Production	38,322	51,951	13,629
Average Weekly Scheduled Teaching Hours ..	12.6	12.8	0.2
Average Class Size	25.0	24.4	(0.6)
<i>FTE Student to FTE Faculty (or Teaching Ratio)</i>			
Students	2,772	3,518	746
Faculty	141.1	182.1	41.0
Ratio	19.6:1	19.3:1	(0.3:1)
<i>Average Salaries of Instructional Faculty</i>			
Professor	\$16,758	\$18,173	\$1,415
Associate Professor	\$14,178	\$15,724	\$1,546
Assistant Professor	\$11,189	\$12,153	\$ 964